

COMPETENCY PROFILE

KEYBOARDING

WCC: OFFAD 100 – Beginning Keyboarding (2 credits)

Basic, introductory course covering the touch type system using a computer keyboard. Students will learn proper technique for typing numbers, letters and symbol keys with a speed goal of 20-30 wpm.



Course Goal:

Using a standard keyboard, students who successfully complete the course will be able to type 20-30 words per minute on a timed writing.

Basic Proficiencies

- Able to adjust keyboard and software settings related to keyboarding (ie: changing a report to show keyboarding speed; or characters per minute to show speed with the numeric keypad; or changing the time for holding down a key and having it repeat).
- Practice touch-type system technique when keying text.
- Apply correct formatting in spacing and use of symbol keys.
- Key 20-30 wpm on a 3-minute timing with maximum 3 errors (1 error per minute) (include alpha keys only in timed text)

College Textbook Reference:

WCC: Keyboard Mastery; Barbara Ellsworth; Ellsworth Publishing Company